



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES

HEALTH AND RECOVERY SERVICES ADMINISTRATION

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TO: Tribal Medicaid Administrative Match (MAM) Coordinators

FROM: Jessica Terry, Tribal MAM Program Manager

SUBJECT: Response to Questions Asked at Tribal MAM Refresher Trainings

During recent Tribal Medicaid Administrative Match (MAM) trainings, many participants had questions regarding the MAM program. This memo provides an overview of those questions and answers as well as further clarification.

Question: Which programs are eligible to participate in MAM?

Answer: The list of programs eligible to participate can vary. A good rule of thumb is to include programs in which staff would help clients by providing information on Medicaid, assisting them to apply for Medicaid or linking them to health care services. Some examples include:

- Social Services
- Mental Health
- Medical Clinics
- Drug and Alcohol Prevention and Treatment
- Family Planning Clinic Services

Programs that are 100 percent federally funded, other than those funded by Title 638, must be excluded.

If a tribe would like to add programs to participate in MAM, please contact me. We may request program and job descriptions in order to determine if the program is eligible.

Question: Besides Tribal Title 638 dollars, which funds are eligible for local match? Is a list available?

Answer: Currently, we do not have a list that details which funds are eligible for local match. Tribal Title 638 dollars are allowable along with state or tribal dollars so long as they have not already been designated or used as match.



Question: Can a MAM staff participant count all MAM related travel that occurs in a quarter or does the travel have to take place on a time study day? Does the travel need to be Medicaid related or MAM specific?

Answer: Staff participants may count all MAM allowable travel expenses for the quarter as long as the travel was due to a MAM related activity.

Example: Tribal clinic staff travels to the home of a client to explain the Medicaid eligibility process and assist them with completion of a Medicaid application.

Answer: Travel incurred for non-MAM related activities are not eligible for travel reimbursement.

Example: Tribal staff travel to attend a regional meeting on TANF benefits and how to assist clients in applying.

Question: Can staff that do not regularly participate in MAM submit a travel log?

Answer: No, only staff who perform MAM related activities and regularly participate in MAM should submit a quarterly travel log.

Question: Do all staff in the participating programs need to complete a time study form? If you exclude non-participating staff, does it affect statistical validity?

Answer: No, only staff who regularly conduct and claim for MAM activities should submit a time study form. This should not affect the statistical validity since those who do not do MAM related activities would not show any claimable time.

Question: When different departments meet to discuss a specific case, how is this time recorded?

Answer: If the case is Medicaid related or can be billed as a direct service or an extension of a direct service, staff should code this time as Code 3 or Code 4, respectively. If the time spent is to improve coordination and delivery of Medicaid related services for all clients and includes collaborative activities with other agencies or providers, the time is recorded as Code 7b.

Please keep in mind that job descriptions for staff who claim Code 7b must include program planning and interagency coordination.

Question: Should the MAM coordinator claim Code 10 on the time study form if no other codes are claimed?

Answer: No, if the MAM coordinator does not record any claimable activities for the quarter, they do not need to submit a time study form, since the claimable time would equal zero.

Question: How should MAM staff participants claim activities that take place outside of the clinic/office setting?

Answer: MAM related activities that take place outside of the clinic/office setting should be claimed under the corresponding b Code. Under the new Tribal MAM Cost Allocation Plan, which is currently under review for approval, these activities will be claimed under the corresponding c code in order to capture the out of office setting.

If you have additional questions regarding the Tribal MAM program, please email me at terryjn@dshs.wa.gov or contact me by phone at 360-725-1738.